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General Usage Report 1

General Usage Report

The report displays data about how a client's users are using CareerPortal.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

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Records Click **Records** to select the number of records to display.

Field	Description
Coop	The name of the coop or district.
Defined Users	The number of internal users who have accounts.
Logins 24hrs	The number of unique internal users who have logged into CareerPortal in the past 24 hours.
Logins 30 Days	The number of unique internal users who have logged into CareerPortal in the past 30 days.
Logins 90 Days	The number of unique internal users who have logged into CareerPortal in the past 90 days.
Never Logged in	The number of unique internal users who have never logged into CareerPortal.
Current Jobs	The number of jobs currently posted and not hidden (see the **Job Visibility** field under Step 1 - Position on the Post a Job page for more information).
Applicants 30 Days	The number of job applicants that have been received in the past 30 days.
Jobs Posted 30 Days	The number of jobs that have been posted in the last 30 days. This includes all jobs regardless of whether they have been filled or active.

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